1. Homework Assignments from July 18 meeting
    a. Review the HR/Payroll System Survey responses and email Teresa.Shingleton@osc.nc.gov with any questions to be addressed about an issue at a future meeting. This will help OSC/OSHR create agendas for future meetings.
        i. No responses from agencies
        ii. Updates on specific items:
            1. Developing an OM workgroup to define additional training on OM topics
            2. BOBJ reports are running faster since the hardware refresh over Labor Day
    b. If any of the following was your suggestion, please email Teresa.Shingleton@osc.nc.gov . OSC/OSHR needs to talk to you to get more information about the issue.
        i. Still looking for the authors of these items:
            1. Old PA Actions stuck in SAP
            2. Not all needed information is in the reports
            3. Needs more "hard stops" to avoid mistakes - certain IT should not be allowed to be changed on day-to-day actions
            4. Would be nice to have the short cut listed beside the name in the drop down menu
            5. Would like to not have to choose country in menu
            6. Time administrators: Time batch transfer errors
    c. Review the CCB request list and email Teresa.Shingleton@osc.nc.gov on any you would like to discuss at the next meeting in September.
        i. No responses from agencies
        ii. No updates this meeting
2. LOA and Separations Improvement Initiative
    a. Mike Zeinstra gave an update on the LOA improvement initiative under review at OSHR
        i. OSHR reviewing definition of what requires an LOA actions. For example, not required for vacations or minor illness. Looking at absences related to a benefit of the state such as FMLA, FIL, STD, WC and removal of OSHR from workflow for late actions.
        ii. OSHR is considering removing the 7-day waiting period for worker's comp action because 90-95% of those on this action go out on worker's comp anyway.
        iii. Another worker's comp change may be when coming back in less than regular full-time capacity. Today an appointment change action is completed. OSHR wants to remove this action requirement and task worker's comp and/or time administrators to enter time code 9400 (LWOP) for hours the employee is not working a full-time schedule.
        iv. Discussion on issues with Short Term disability and waiting for approval causes several actions to move employee between FMLA, extended illness, and then retroactively STD. OSHR considering putting employee out of STD anyway and only change if STD is denied. OSHR is stating to run the appropriate Action even if the paperwork has not been completed and then upon determining that the

employee is not eligible or does not provide the documentation, to have that Action subsequently changed.

    v. OSHR is looking to change the direction that LOA actions are done once employee has missed up to half the working days of the month. Possible change is requiring action at either 3, 5, or 7 days. Significant discussion on this topic. Would increase number of actions, reinstatements, time/leave entry done by HR.

    vi. OSHR will be working with agencies documenting LOA and separation processes to understand number of days it takes to complete each step in order to achieve the desired outcomes.

    vii. In the near future, OSHR will look at improvements to processing separations actions.

    viii. Expect a memo about these changes to go out in the November timeframe.

  b. The goals of the new processes are to reduce time to process Actions, to accurately reflect employees out on LOA, to ensure accurate pay. The target is to complete 90% of Actions within 10 working days.

  c. Mike reported OSHR wants to remove itself from the action approval chain unless mandated. OSHR will audit based on reports instead.

  d. OSHR is pushing again in the upcoming budget session for funding of a new OM tool.

3. Actions During Payroll Corrections – When is it Okay, When is it Not.

  a. Mike Zeinstra reviewed August statistics on the number of actions done during the 3 days of monthly payroll corrections.

  b. Billy McAllister reviewed suggestions by OSC on what actions are okay or not to process during correction days. See slides for specific recommendations.

4. Training Workgroup Updates

  a. PA workgroup

    i. Cheryl Manning previewed the topics for the new PA500 online class, topics for the streamlined 2-day face-to-face class, and tips and tricks from the agencies.

    ii. Goal is to have the new courses and job aids available in January 2017.

    iii. New members who have joined the PA workgroup were announced.

  b. OM workgroup

    i. Billy McAllister introduced several potential topics for advanced OM training. See slides for specific recommendations.

    ii. Additional topics suggested by the attendees included more instructions in using the PPOSE transactions and OM actions list reporting.

    iii. Members for an OM workgroup were solicited.

5. Other questions/discussion

  a. What security roles are being delimited when a position goes vacant?

    i. Roles that require training are removed from vacant positions.

    ii. ESS with time entry is removed from certain agencies based on their requirements.

      o 0201   Judicial Branch

      o 0901   Justice

      o 1501   Transportation

      o 1701   Wildlife Resources Commission

- o 1901   Public Safety
- o 2001   Health Human Services
- o 4001   Military and Veterans Affairs
- o 4101   Information Technology
- o 4401   Employment Security Commission

iii. Contact BEST Shared Services if you are seeing something different at your agencies.